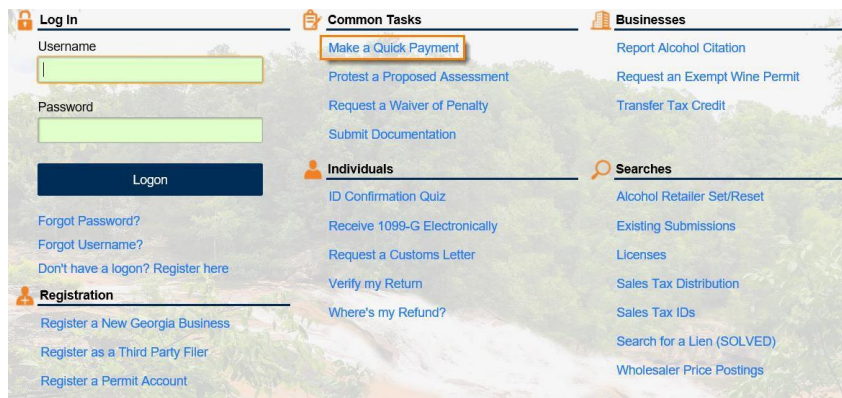


The following documentation provides information on how to make a quick payment for a business via the Georgia Tax Center.

How to Make a Quick Payment (Business)

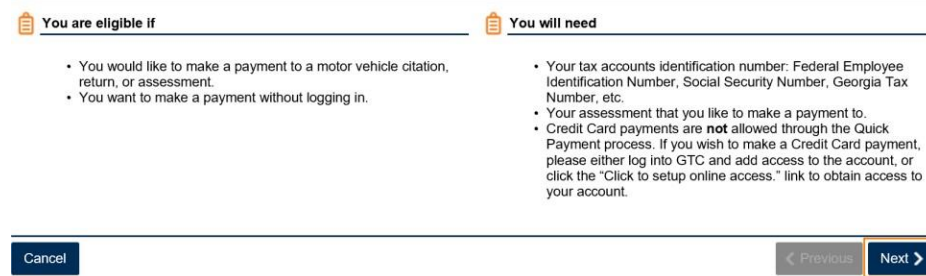
1. Go to the GTC website (<https://gtc.dor.ga.gov>).
2. Click the **Make a Quick Payment** hyperlink under the Common Tasks section.



The screenshot shows the Georgia Tax Center homepage. The 'Common Tasks' section is highlighted, and the 'Make a Quick Payment' link is circled in orange. Other links in the 'Common Tasks' section include 'Protest a Proposed Assessment', 'Request a Waiver of Penalty', and 'Submit Documentation'. The 'Businesses' section includes 'Report Alcohol Citation', 'Request an Exempt Wine Permit', and 'Transfer Tax Credit'. The 'Individuals' section includes 'ID Confirmation Quiz', 'Receive 1099-G Electronically', 'Request a Customs Letter', 'Verify my Return', and 'Where's my Refund?'. The 'Searches' section includes 'Alcohol Retailer Set/Reset', 'Existing Submissions', 'Licenses', 'Sales Tax Distribution', 'Sales Tax IDs', 'Search for a Lien (SOLVED)', and 'Wholesaler Price Postings'.

3. Review the information to see if you are eligible and what you would need to make a quick payment. Click **Next >**.

Request details



The screenshot shows the 'Request details' page. It is divided into two sections: 'You are eligible if' and 'You will need'. The 'You are eligible if' section lists two criteria: 'You would like to make a payment to a motor vehicle citation, return, or assessment.' and 'You want to make a payment without logging in.' The 'You will need' section lists four requirements: 'Your tax accounts identification number: Federal Employee Identification Number, Social Security Number, Georgia Tax Number, etc.', 'Your assessment that you like to make a payment to.', 'Credit Card payments are **not** allowed through the Quick Payment process. If you wish to make a Credit Card payment, please either log into GTC and add access to the account, or click the "Click to setup online access." link to obtain access to your account.', and 'Your tax accounts identification number: Federal Employee Identification Number, Social Security Number, Georgia Tax Number, etc.' At the bottom, there are 'Cancel', 'Previous', and 'Next >' buttons.

4. Click on **Business** in the dropdown box then click **Next >**.



The screenshot shows the 'Customer Type' page. It has a progress bar at the top with '1. Request details' and '2. Customer Type'. The 'Customer Type' section has a heading 'Provide the following information about your business'. Below this is a dropdown menu labeled 'Select Customer Type from list'. The dropdown menu is open, showing 'Business' and 'Individual' options. A 'Required' label is next to the dropdown. At the bottom, there are 'Previous' and 'Next >' buttons.

5. Select the **Account Type** for the payment then click **Next >**.

Account Type

Select the account type for the payment

Select Account type from list

Required

Alcohol License
Alcohol Tax (Beer)
Alcohol Tax (Spirits)
Alcohol Tax (Wine)
Composite Tax
Corporate Income Tax
Fiduciary Income Tax
International Fuel Tax
Motor Fuel Distributor Tax
Motor Fuel Non-Highway
Motor Fuel Retailer

[< Previous](#) [Next >](#)

Important Message:

ser window when finished on GTC. Tax filing information remains in your browser memory until you close.

payers the most secure way possible to interact with us. To ensure this, we may occasionally require taxpayers to change their passwords, al and complex passwords. For assistance, please call 877-423-6711 Monday through Friday between 8 a.m. and 5 p.m.

tal | Frequently Asked Questions | Georgia Tax Center Info | Appeal to the GA Tax Tribunal | Video Tutorials

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6. Click Yes or No if you have a payment number and depending on what you click, you will have to provide more information. If you click **No**, type in your **Federal Employer ID #** then click **Next >**.

ID Information

Enter the following information.

Do you have a payment number?

Federal Employer ID #

Required

Required

[Cancel](#) [< Previous](#) [Next >](#)

If you click the **Yes** button, you will have to provide payment number with your Federal Employer ID #.

ID Information

Enter the following information.

Do you have a payment number?

Federal Employer ID #

Required

Required

Payment Number

Required

[Cancel](#) [< Previous](#) [Next >](#)

7. Fill in your **Payor Information** then click **Next >**.

Payor Information

Enter your payor information.

Name
 Required

E-mail
 Required

Confirm e-mail
 Required

Phone Number
 Required

Select Filing Frequency from list
 Required

Select Filing period for payment from list
 Required

Cancel

< Previous

Next >

8. Enter your **Payment Information** then click **Next >**.

Payment Information

<p>Payment Channel</p> <p>Type <input type="text"/> Required</p>	<p>Payment</p> <p>Payment Type <input type="text"/> Account Payment</p> <p>Payment Date <input type="text"/> 26-Oct-2017</p> <p>Amount <input type="text"/> Required</p> <p>Confirm Amount <input type="text"/> Required</p>
--	---

Cancel

< Previous

Next >

9. Review your request and then click the **Submit** button.

Customer Type > 3. Account Type > 4. ID Information > 5. Payor Information > 6. Payment Information > 7. Review your request

Review your request

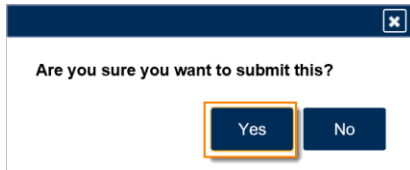
<p>Account and Payer Review</p> <p>Account Type: Corporate Income Tax</p> <p>Federal Employer ID #</p> <p>Name:</p> <p>E-mail:</p> <p>Phone Number:</p>	<p>Payment review</p> <p>Bank Type: Domestic</p> <p>Bank Account Type: Checking</p> <p>Routing Number:</p> <p>Account Number: *****</p> <p>Payment Date: 8/7/2018</p> <p>Payment Amount: \$</p>
--	--

Cancel

< Previous

Submit

10. Confirm that you want to make this payment by clicking **Yes**.

A small dialog box with a dark blue header bar containing a close button (X). The text inside reads "Are you sure you want to submit this?". Below the text are two buttons: "Yes" and "No". The "Yes" button is highlighted with an orange border.

11. Write down or print off your confirmation number then click **OK**.

Confirmation

Submission Information

Status	Submitted
Confirmation Number	
E-mail	
Submission Title	Quick Payment for \$
Submitted	07-Aug-2018

Your confirmation code is:

Your request for a Corporate Income Tax quick payment in the amount of has been submitted and will be processed in the order that it was received. Please allow 2 business days for your payment to process. If you would like to view or withdraw your request you can use the 'Existing Submissions' link on the GTC home page.

You will need to provide the e-mail address used upon submission of your request and your confirmation code .

If you are a registered taxpayer and would like to sign up for web access to make future payments please click the 'Don't have a Logon? Register Here' link in the 'Log In' section on the GTC home page.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

[Printable View](#)

[OK](#)

[Print Confirmation](#)